



**CEILING AND NUMBER ASSIGNMENT  
PROCESSING SYSTEM (CANAPS)  
VERSION 2**

***FIELD USER TUTORIAL***

**FEBRUARY 2003**

## CANAPS VERSION 2 FIELD USER TUTORIAL

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## OVERVIEW

The Ceiling And Number Assignment processing System (CANAPS) supports the assignment of Oil Spill Liability Trust Fund (OSLTF) Federal Project Numbers (FPNs) and Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Project Numbers (CPNs), and associated project funding ceilings.


The CANAPS Internet Wizard provides the following functions:

- Request New Project Number and Ceiling
- Change Project Ceiling
- Cancel Project
- Check Ceiling for a Project

### ***System Help***

- Browse through the CANAPS FAQs, available through the Welcome screen (and on the next page).
- Each screen has a Help button in the top left corner that explains how to complete each field in the screen.



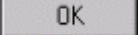
Click on  in your browser to return to the Wizard.

## HOW TO LOG ON

1. Start Internet Explorer or Netscape.
2. Go to the CANAPS Web site.
  - The Demo site is at [www.npfc.gov/canapsv2demo](http://www.npfc.gov/canapsv2demo)
  - The Production software site is at [www.npfc.gov/canaps](http://www.npfc.gov/canaps).

3. When the **Enter Network Password** window appears, enter the valid **User Name** and **Password** for **your** unit.

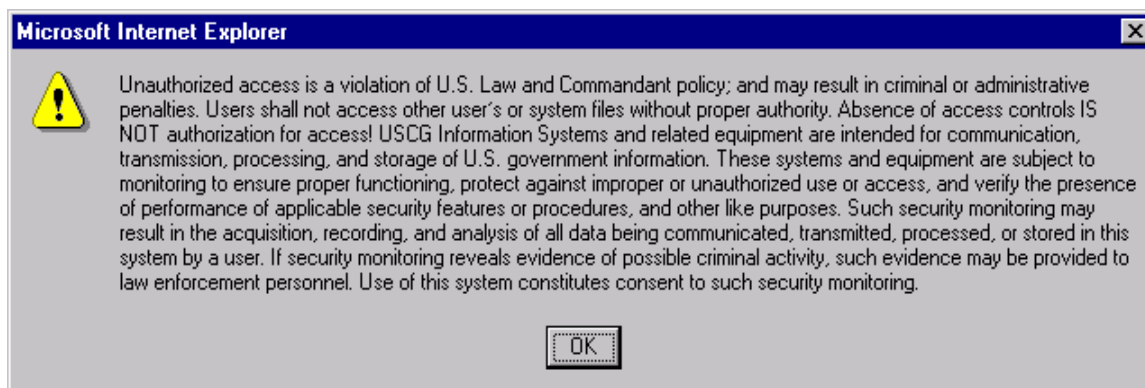
Be sure to enter your User ID and Password correctly. The **User Name** and **Password** fields are case sensitive. You will not be able to proceed if invalid values are entered.

4. Click  to proceed.



The 'Enter Network Password' dialog box has a title bar with a question mark and a close button. It contains a key icon and the text 'Please type your user name and password.' Below this are labels for 'Site:', 'Realm', 'User Name', and 'Password', each followed by a text input field. At the bottom left is a checkbox labeled 'Save this password in your password list'. At the bottom right are 'OK' and 'Cancel' buttons.

5. Read the Advisory Notice when it appears. Click  to enter CANAPS.



The 'Microsoft Internet Explorer' window displays a yellow warning triangle icon. The text reads: 'Unauthorized access is a violation of U.S. Law and Commandant policy; and may result in criminal or administrative penalties. Users shall not access other user's or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG Information Systems and related equipment are intended for communication, transmission, processing, and storage of U.S. government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence of performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such security monitoring.' An 'OK' button is at the bottom center.

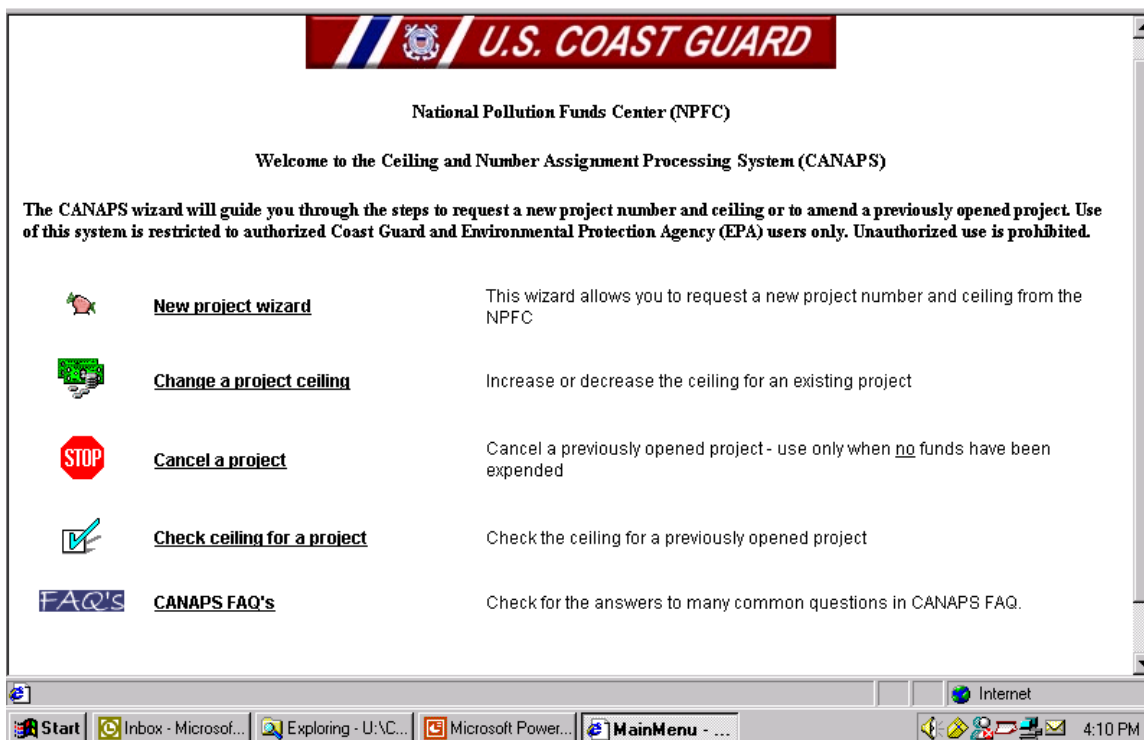
6. You are now at the **CANAPS Welcome** screen, from which you can create, amend, cancel, and view information on a project.

## THE CANAPS WELCOME SCREEN

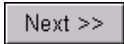


From the **Welcome Screen**, you can perform five functions. The CANAPS Wizard will guide you through the steps to request a new project number and ceiling, or to amend a previously opened project. Each of these functions is described in the following pages.

Use of this system is restricted to authorized Coast Guard and Environmental Protection Agency (EPA) users only. Unauthorized use is prohibited.

FUNCTION	PERFORMS
New Project Wizard	Request a new project number and ceiling from the NPFC
Change a Project Ceiling	Increase or decrease the ceiling for an existing project
Cancel a Project	Cancel a previously opened project - use only when no funds have been expended
Check Ceiling for a Project	Check the current ceiling for a previously opened project
CANAPS FAQ's	Check for the answers to many common questions in CANAPS FAQ.



## ***CANAPS Navigation***

- Select an option from the Welcome screen
- Click on  in the Wizard to go to the next step.
- Asterisks (\*) throughout the Wizard indicate required fields. If you select  before entering all of these fields, the system will prompt you to complete them.
- The system does NOT allow you to continue to the next step until all required fields have been entered.
- To return to a previous screen to review or change entered information, click on  in your browser.

## ***CANAPS FAQs***

### **What is CANAPS?**

CANAPS stands for Ceiling and Number Assignment Processing System. It's an automated system that allows USCG and EPA FOSCs in the field to get project numbers and authorized budget ceilings.

### **Does CANAPS use cookies?**

CANAPS only uses cookies to maintain state during the session. No information is stored in cookies.

### **What does the ( \* ) mean?**

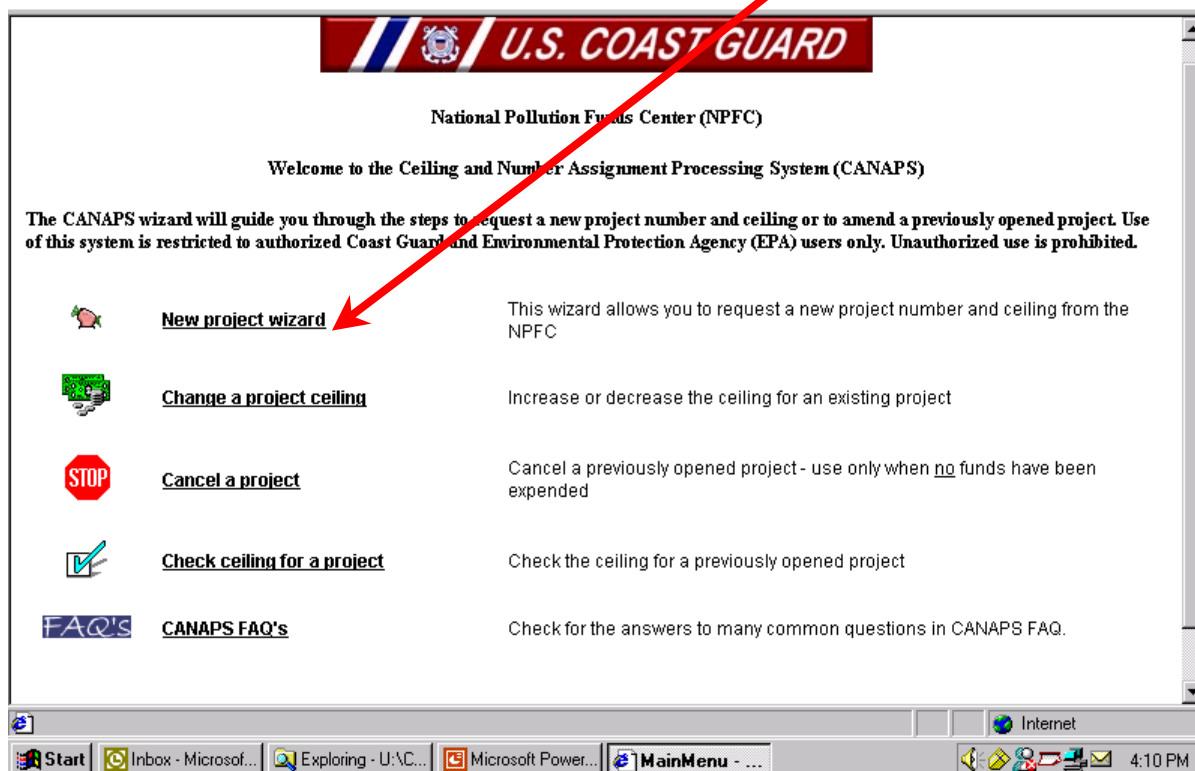
Asterisks ( \* ) indicate required fields. If the user selects the "Next" button before entering all required fields, the system will prompt you to complete them. The system will not allow the user to proceed to the next step until all required fields are entered.

### **Do CANAPS sessions time out?**

If a user leaves the CANAPS session inactive (in other words, hits no keys or enters no data in any field), the browser will time out after 30 minutes. Time-Outs can be avoided by entering data or pressing any key, such as the "Next" or "Back" button on the browser.


## HOW TO ENTER A NEW PROJECT

- Start by clicking on New Project Wizard (the first link) on the CANAPS Welcome screen.
- Step 1: Enter the Incident FOSC/POC information.
- Step 2: Enter the Incident/Threat information.
- Step 3: Enter Spill information.
- Step 4: Enter FOSC Response information.
- Step 5: Address the CGMS Message.
- Confirm entered information before submitting the request.
- Submit the request to CANAPS.
- Receive the CANAPS Response and Confirmation Messages



### Step 1: Enter FOSC/POC Information

Use the **FOSC/POC Information** screen to enter information about the FOSC/Point of Contact (POC). There is a Help Screen for each step in the Wizard. The table below explains how to complete each field.

FIELD	Required	Instructions
FOSC Unit	Yes	<p>Select the requesting unit from the drop down list.</p> <p>If necessary, you may request a project on behalf of another unit.</p> <ul style="list-style-type: none"> <li>You should not do so, however, without the prior concurrence of the responsible unit.</li> <li>If you are acting as a surrogate, i.e., requesting a project for another unit, select <u>that</u> unit from the drop down list.</li> </ul>
POC/FOSC Name	Yes	Enter the FOSC/POC name in the following format: Title/Rank, First Name, Last Name, [Suffix]. If you are acting as a surrogate, enter the responsible unit's FOSC/POC information.
POC/FOSC Phone Number		Enter the FOSC/POC's phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.
POC/FOSC Fax Number		Enter the FOSC/POC's fax number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.
POC/FOSC Email		Enter the FOSC/POC's Email address.
Requestor's Name	Yes	Enter your name in the Requestor's Name field in the following format: Title/Rank, First Name, Last Name, [Suffix].
Requestor's Phone	Yes	<p>Enter your phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.</p> <p>This number will be used by the NPFC Case Officer to contact you if there are any questions.</p>
Confirmation Email Address(es)	Yes	<p>Enter the Email address(es) that you want the new Project information to be sent to.</p> <ul style="list-style-type: none"> <li>You can send up to 25 different Confirmation Emails by separating the Email addresses with semi-colons (;) or commas (,).</li> <li>Put the Requestor's Email address first.</li> </ul> <p>Be sure to enter the Email address(es) correctly or the message will <u>not</u> be received.</p>
	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.



## *FOSC/POC Information (Step 1 of 5)*

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**\*Indicates a Required Field.**

FOSC Unit  \*

POC/FOSC Name  \*

POC/FOSC Phone Number

POC/FOSC Fax Number

POC/FOSC Email

---

Requestor's Name  \*

Requestor's Phone  \*


Confirmation Email Address(es)  \*

Enter Requestor Email first, separate multiple Email addresses by semi-colon(;) or comma(,).

**Next >>**

## Step 2: Enter Incident/Threat Information

Use the **Incident Information** screen to enter information about the incident or threat of incident. The table below explains how to complete each field.

FIELD	Required	Instructions
Incident Date	Yes	Date that the discharge or release occurred or the threat commenced.  This field may be changed to a prior date, but not one in the future. It defaults to the current date.
Incident Location	Yes	For example, the city, county, mile marker, or buoy number where the incident occurred. Maximum of 100 alphanumeric characters.
Incident State	Yes	Pick the state where the incident occurred. You may scroll through the drop down list or type the first letter of the state to more quickly locate the correct state.
Navigable Body of Water		Body of water where the incident occurred. This is <u>required</u> for Oil cases.
Type of Product Spilled	Yes	Select the type of product spilled from the drop down list. EPA users will only see OIL in the drop down list.
Amount Spilled		Enter the numeric quantity that was spilled.
Units		Pick the unit of measure from the drop down list for the quantity spilled.
MISLE Case/Activity Number		Enter the MISLE Case/Activity number if it is known.
NRC Incident Number		Enter the NRC Incident number if it is known.
Responsible Party		Enter the Responsible Party's name if known.
Related CERCLA Project		If this incident/threat involves un-mixed Oil and Hazmat products, then check "Yes" to indicate that a related CERCLA project is also being opened. Only complete for the applicable Oil case.
 Next >>	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

• [Step 2 Help](#)

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## *Incident Information (Step 2 of 5)*

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\* Indicates a Required Field.

Incident Date  \*

Incident Location  \*

Incident State  \*

Navigable Body of Water

Type of Product Spilled  \*

Amount Spilled  Units

MISLE Case/Activity Number

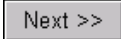
NRC Incident Number

Responsible Party

Is there a related CERCLA Project?  
(Only complete for applicable Oil  
Projects.) ☐ Yes  
☒ No

### Step 3: Enter Spill Information

Use the **Spill Information** screen to enter information about the spill. The table below explains how to complete each field.

FIELD	Required	Instructions
Source of Spill	Yes	Select the Source of Spill from the drop down list.
Vessel Type		Pick the vessel type from the list. This is <u>required</u> if the Source of Spill is Vessel_COFR or Vessel_Non_COFR.
Vessel/Facility Name		Enter the Vessel/Facility Name. This is <u>required</u> if the Source of Spill is a Vessel (COFR or Non-COFR) or Facility. Maximum 21 characters.
Vessel Identification Number (VIN)		Enter the Vessel Identification Number, if known.
Substantial Threat		Indicate whether the FOSC has made a determination that there is a substantial threat of discharge for oil or hazardous materials. Choose the answer from the list provided. This field is <u>required</u> if no amount has been spilled yet (you did not fill out the Amount Spilled in Step 2).
Description of Substantial Threat		Enter a description of the substantial threat. This is required if “Yes” was picked from the Substantial Threat Indicator drop down list.
Potential Amount That Could be Spilled		Enter the numeric quantity that could be spilled.
Units		Pick the unit of measure from the drop down list for the potential amount that could be spilled.
Additional Comments		Add any additional comments (maximum 2,000 characters).
	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

[Step 3 Help](#)

**Spill Information (Step 3 of 5)**

\*Indicates a Required Field.

Source of Spill/Threat  \*

Vessel Type

Vessel/Facility Name

Vessel Identification Number (VIN)

Has the FOSC Made a Determination of a Substantial Threat of a Discharge or Release?

Description of Substantial Threat

Potential Amount that Could be Spilled  Units

Additional Comments

[Next >](#)

### Step 4: Request a Project Ceiling

Use the **FOSC Response Information** screen to request a project ceiling. The table below explains how to complete each field.

FIELD	Required	Instructions
FOSC Action Commence Date	Yes	Enter the action commence date. The date defaults to today's date. It may be changed to an earlier date, but cannot be earlier than the Incident Date.
Requested Ceiling Amount	Yes	<p>Enter the Requested Ceiling Amount.</p> <ul style="list-style-type: none"> <li>• If the amount requested is greater than \$50,000, you will be prompted to confirm the amount.</li> <li>• Please be advised that the NPFC and EPA have established ceiling thresholds in order to manage OSLTF and CERCLA funds.</li> <li>• Threshold values may vary at times due to the availability of funds.</li> <li>• CANAPS will only issue a ceiling up to the allowable threshold.</li> <li>• The confirming Email will advise you of the amount authorized and provide additional information if the amount requested exceeded the threshold.</li> <li>• The system will automatically notify the NPFC if you have requested a higher ceiling.</li> </ul>
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

[Step 4 Help](#)

## FOSC Response Information (Step 4 of 5)

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\* Indicates a Required Field.

FOSC Action Commence Date:  \*

Requested Ceiling Amount:  \*

### Step 5: Address the CGMS Message

Use the **CGMS Message Information** screen to address the CGMS message. The table below explains how to complete each field.

FIELD	Required	Instructions
Default Addressees		This section of this screen lists all of the addressees to whom the official CGMS message will be sent automatically.  The default addressees are specific to each CG MSO/District or EPA Region.
Additional Addressees		If there are additional addressees that you want to add to this specific message, select them from the drop down list.  Hold the "CTRL" key while highlighting items with the mouse to select more than 1 additional addressee.
Message References		Enter a message reference, if necessary.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button to review the message information prior to submitting the request.

Step 5 Help

CGMS Message Information (Step 5 of 5)

Default Addressees

COGARD MSO SAULT STE MARIE MI  
COGARD NATIONAL RESPONSE CENTER WASHINGTON DC  
CCGDNINE CLEVELAND OH//M/MRO//  
COMCOGARD MLC LANT NORFOLK VA//FCP//  
COGARD AST FORT DIX NJ  
COGARD FINCEN CHESAPEAKE VA//OG//  
COMDT COGARD WASHINGTON DC//G-MOR//

Additional Addressees


CG Headquarters  
National Pollution Funds Center  
CG Finance Center  
Gulf Strike Team  
Atlantic Strike Team

Message Reference (optional)

Next >>

## Step 6: Confirm the Information and Submit the Request

Use the **Confirm Information** screen to verify that the new information you have entered is correct.

- If any item is in error or needs revision, click  in the browser as many times as needed to return to the specific data entry screen where that data is located.
- After making the changes, proceed again through the Wizard.
- By clicking **Submit FPN/CPN Request to the NPFC>**, you are submitting your request to the NPFC. The system will provide you with the message confirmation information you need to proceed with your response activities.

Confirm Information			
Requesting Unit:	MSO PROVIDENCE	POC/FOSC Name:	HARRY SMITH
Requestor Name:	PAT BENNIS	POC/FOSC Phone:	2223334444
Requestor Phone:	4445556666	POC/FOSC Fax:	2223335555
Requestor Email:	PBENNIS@BALLSTON.USCG.MIL	POC/FOSC Email:	
Requested Ceiling:	\$55,000.00	Body of Water:	NARRAGANSETT BAY
Incident Date:	2/5/2003	Commence Date:	2/5/2003
Incident Location:	PIER 12	Incident State:	RHODE ISLAND
Amount Spilled:	500 GALLONS	Related CERCLA Project:	NO
Type of Product Spilled:	OIL	Source of Spill:	VESSEL_COFR
Vessel/Facility Name:	PATTICAKES	Vessel Type:	TANKER
Responsible Party:		MISLE Case Number:	
VIN:	V33333	Potential Amount:	500000 GALLONS
Substantial Threat:	YES	NRC Incident Number:	
Description of Substantial Threat:	LARGE CRACK COULD BREAK OPEN AT ANYTIME AND SPILL FULL LOAD		
Additional Comments:	BAD WEATHER IS THREATENING		
<b>Submit FPN/CPN Request to the NPFC&gt;</b>			
• Please Review the information on this screen to ensure it is correct. Click the "Back" button on the browser to return to the previous screens to make any necessary edits.			

You can confirm the following information on this page:

Requesting Unit	POC/FOSC Email	Vessel Type	CGMS Message Reference
Requestor Name	Body of Water	VIN	FOSC Action Commence Date
Requestor Phone	Incident Date	Responsible Party	Substantial Threat Indicator
Requestor Email	Source of Spill	MISLE Case Number	Description of Substantial Threat
POC/FOSC Name	Incident Location	NRC Incident Number	Type of Product Spilled
POC/FOSC Phone	Incident State		Related CERCLA Project Indicator
POC/FOSC FAX	Amount Spilled	Vessel/Facility Name	Additional Comments
Requested Ceiling Amount		Potential Amount That Could Be Spilled	



### Step 7: Get the Project Number and Approved Ceiling


The CANAPS Response screen then informs you that your request has been processed and that a CGMS message will be sent. The Response screen displays selected project information, including the new project number (FPN/CPN) and approved ceiling for the spill. Other information you can find on the screen includes:

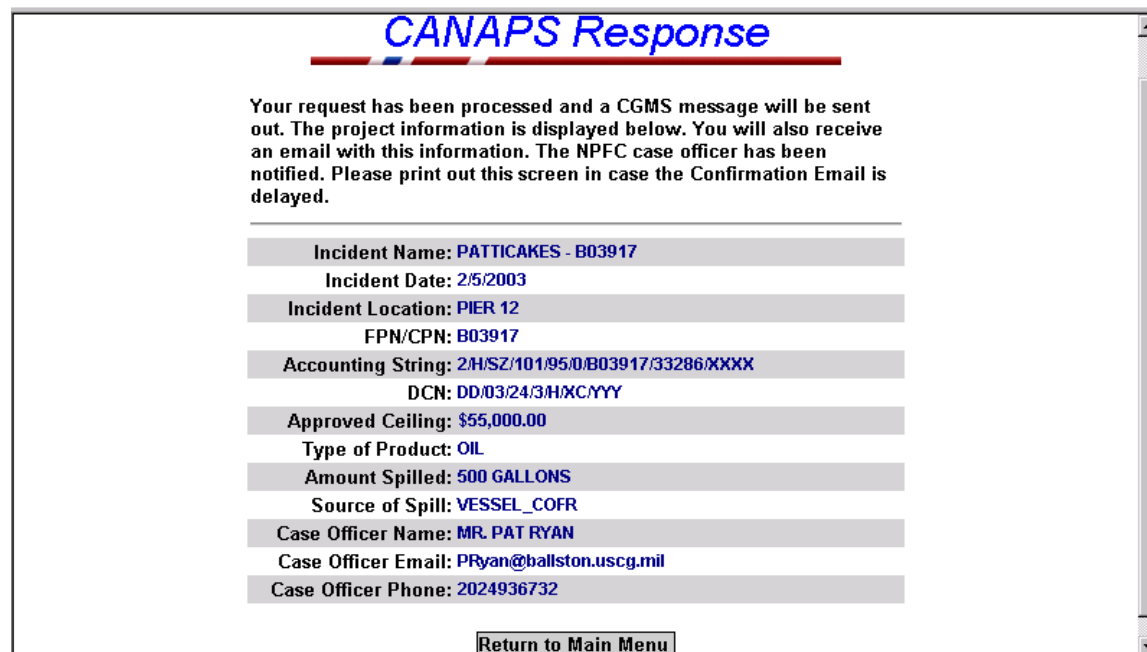
Incident Name	Accounting String	Amount Spilled	NPFC Case Officer Name
Incident Date	Document Control Number (DCN)	Source of Spill	NPFC Case Officer Email
Incident Location	Type of Product	NPFC Case Officer Phone Number	

This screen also advises you that you (and other designated recipients) will receive a Confirmation Email with this information, and that the designated NPFC Case Officer has been notified.

Print out a copy of the screen in case the Confirmation Email is delayed.

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function.

Click on  at the top of the browser's window to close the CANAPS session.



The screenshot shows a web browser window with the title "CANAPS Response". The page content includes a message about the request being processed and a CGMS message being sent. Below this, a list of project information is displayed in a table-like format. At the bottom, there is a "Return to Main Menu" button.

<b>CANAPS Response</b>	
Your request has been processed and a CGMS message will be sent out. The project information is displayed below. You will also receive an email with this information. The NPFC case officer has been notified. Please print out this screen in case the Confirmation Email is delayed.	
Incident Name:	PATTICAKES - B03917
Incident Date:	2/5/2003
Incident Location:	PIER 12
FPN/CPN:	B03917
Accounting String:	2/H/SZ/101/95/0/B03917/33286/XXXX
DCN:	DD/03/24/3/H/XC/YYY
Approved Ceiling:	\$55,000.00
Type of Product:	OIL
Amount Spilled:	500 GALLONS
Source of Spill:	VESSEL_COFR
Case Officer Name:	MR. PAT RYAN
Case Officer Email:	PRyan@ballston.uscg.mil
Case Officer Phone:	2024936732
<a href="#">Return to Main Menu</a>	

### **Step 8: CANAPS Sends a New Project Confirmation Email**

The Email below is a sample Confirmation Email that CANAPS creates once you complete the New Project Wizard. Note that the Subject of the Email includes the type of CANAPS transaction (i.e., new project) and Project Number.

The body of the message includes the new **Project Number** and **Approved Ceiling**. If you have requested an amount that exceeds the established limit, the message will advise you to contact the NPFC for additional funds.

The message also includes **NPFC Case Officer Contact** and **Accounting Line** information. The Case Officer is assigned based on FOSC District for USCG cases and by Incident State for EPA cases.

From: AutoResponseCANAPS@ballston.uscg.mil  
Sent: Wednesday, February 05, 2003 4:43 PM  
To: PBENNIS@ballston.uscg.mil  
Subject: B03917 - New CANAPS Project

CANAPS has processed a NEW OIL PROJECT NUMBER REQUEST. Below is all of the information entered by the requestor or calculated by CANAPS. This Email serves as confirmation that the request has been processed. An official Coast Guard Messaging System (CGMS) message will be automatically generated.

Recipients are reminded that the issuance of this project number and ceiling does not in any way change the authorizations or restrictions in the instructions/guidance for emergency acquisition procedures.

If you need to contact someone after business hours (Eastern Time), page the NPFC Case Duty Officer (CDO) at (800)759-7243 PIN#2073906.

CANAPS Transaction Type: NEW PROJECT  
Project Number: B03917  
Project Date: 05 FEB 2003.  
Incident Date: 05 FEB 2003.  
Incident Name: PATTICAKES - B03917  
Amount Requested: \$55,000.00  
Approved Ceiling: \$55,000.00  
Action Commence Date: 05 FEB 2003  
Incident Location: PIER 12  
Incident State: RI  
Body of Water: NARRAGANSETT BAY  
Source of Spill: Vessel\_COFR  
Vessel/Facility Name: PATTICAKES  
Vessel Type: TANKER  
Vessel Identification Number (VIN): V33333  
Responsible Party: No Data Entered  
Type of Product Spilled: Oil  
Amount Spilled: 500  
Unit of Measure: Gallons  
Substantial Threat: Y  
Potential Amount Spilled: 500000  
Potential Amount Unit of Measure: Gallons  
Description of Substantial Threat: LARGE CRACK COULD BREAK OPEN AT ANYTIME AND SPILL FULL LOAD  
FOSC Unit: MSO Providence  
POC/FOSC Name: HARRY SMITH  
POC/FOSC Email: No Data Entered  
POC/FOSC Phone: (222)333-4444  
POC/FOSC FAX: (222)333-5555  
Requesting Unit: National Pollution Funds Center  
Requestor Name: PAT BENNIS  
Requestor Phone: (444)555-6666  
Requestor Email Address(es) PBENNIS@BALLSTON.USCG.MIL

Case Officer Name: Mr. Pat Ryan  
Case Officer Phone: (202)493-6732  
Case Officer Cell Phone: (202)494-9091  
Case Officer FAX: (202)493-6896  
Case Officer Email: PRyan@ballston.uscg.mil  
Accounting String: 2/H/SZ/101/95/0/B03917/33286/XXXX  
Document Control Number: DD/03/24/3/H/XC/YYY  
Related CERCLA Project: N  
NRC Incident Number: No Data Entered  
MISLE Case/Activity Number: No Data Entered  
CGMS Message Reference:  
Comments: BAD WEATHER IS THREATENING

### Step 9: CANAPS Creates a New Project CGMS Message

Below is a sample CGMS message that CANAPS creates once you complete the New Project Wizard. Note that the message includes the new **Project Number** and **Approved Ceiling** (in paragraphs 1 and 2). It also includes the **NPFC Case Officer Contact Information**. (in paragraph 11) and **Accounting Line** information (in paragraphs 13 and 14).

```
P 052143Z FEB 03
FM COMCOGARD NPFC WASHINGTON DC//CANAPS//
TO COGARD MSO PROVIDENCE RI
INFO COGARD NATIONAL RESPONSE CENTER WASHINGTON DC
CCGDONE BOSTON MA//M/MOR//
COGARD AST FORT DIX NJ
COGARD FINCEN CHESAPEAKE VA//OG//
COGARD MSO BOSTON MA
COGARD MSO LONG ISLAND SOUND NEW HAVEN CT
COMCOGARD MLC LANT NORFOLK VA//FCP//
COMDT COGARD WASHINGTON DC//G-MOR//
BT
UNCLAS //N16465//
SUBJ: FPN NOTIFICATION PATTICAKES - B03917.
1. FPN ISSUED FOR THIS RESPONSE IS B03917.
2. AUTHORIZED CEILING: $55,000.00.
3. DATE PROJECT OPENED: 05 FEB 2003.
4. INCIDENT LOCATION: PIER 12, RI.
5. BODY OF WATER: NARRAGANSETT BAY.
6. SUSPECT SOURCE: VESSEL_COFR.
7. ESTIMATED QUANTITY OF OIL DISCHARGED: 500 Gallons.
8. FOSC DETERMINATION OF SUBSTANTIAL THREAT: Y.
9. DESCRIPTION OF SUBSTANTIAL THREAT: FULL LOAD
FULL LOAD.
10. EST POTENTIAL QUANTITY THAT COULD BE DISCHARGED: 500000 Gallons.
11. NPFC POINT OF CONTACT:
    A. NAME: MR. PAT RYAN.
    B. PHONE: (202)493-6732.
    C. CELL PHONE: (202)494-9091.
    D. FAX: (202)493-6896.
    E. EMAIL: PRYAN@BALLSTON.USCG.MIL.
12. FOSC POINT OF CONTACT:
    A. NAME: HARRY SMITH.
    B. PHONE: (222)333-4444.
    C. FAX: (222)333-5555.
    D. EMAIL: N/A.
13. DAFIS ACCOUNTING STRING: 2/H/SZ/101/95/0/B03917/33286/XXXX,
    WHERE XXXX IS OBJECT CLASS.
14. DOCUMENT CONTROL NUMBER: DD/03/24/3/H/XC/YYY.
    WHERE DD IS THE DOCUMENT TYPE AND YYY IS THE UNIT SEQUENCE NUMBER.
15. FOLLOW NPFC TOPS FOR FUND MANAGEMENT, CEILING MANAGEMENT, AND
    RESOURCE DOCUMENTATION.
16. POLREPS
    A. ON ALL POLREPS FOR THIS CASE, FOSC MUST INCLUDE COMCOGARD NPFC,
    COGARD FINCEN(OGQ), COGARD NSFCC, AND COMCOGARD MLC LANT
    AS INFO ADDRESSEES.
    B. INCLUDE AUTHORIZED CEILING AND DAILY COST DATA IN POLREPS.
17. CONTRACTING INFO:
    A. IF HIRING A CONTRACTOR UNDER A BOA, ENSURE AN ATP
    (AUTHORIZATION TO PROCEED) MESSAGE IS ISSUED. OTHERWISE,
    IF OTHER CONTRACTING SUPPORT IS REQUIRED, CONTACT MLCA (FCP-2).
    CERTIFY CONTRACTOR INVOICES IAW MLC PROCEDURES.
```

CONTACT MLCA (FCP-2) IF QUESTIONS ARISE.

18. ALL PRFAS SHOULD BE OBLIGATED IN LUFs BY THE UNIT. FORWARD PRFAS, THEIR CERTIFIED INVOICES, AND SUPPORTING COST DOCUMENTATION TO THE NPFC POC NOTED ABOVE.

19. ALL OBLIGATIONS COMPLETED BY THE UNIT (I.E., PURCHASE ORDERS) WILL BE PAID BY THE FINANCE CENTER. ENTER OBLIGATIONS IN LUFs. FORWARD CERTIFIED INVOICES IAW STANDARD PROCEDURES TO THE FINANCE CENTER.

20. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.

21. CIMS\_EMAIL FPN: B03917 TYPE: CEILING AUTHORIZATION

22. CANAPS ID 052143Z FEB 03

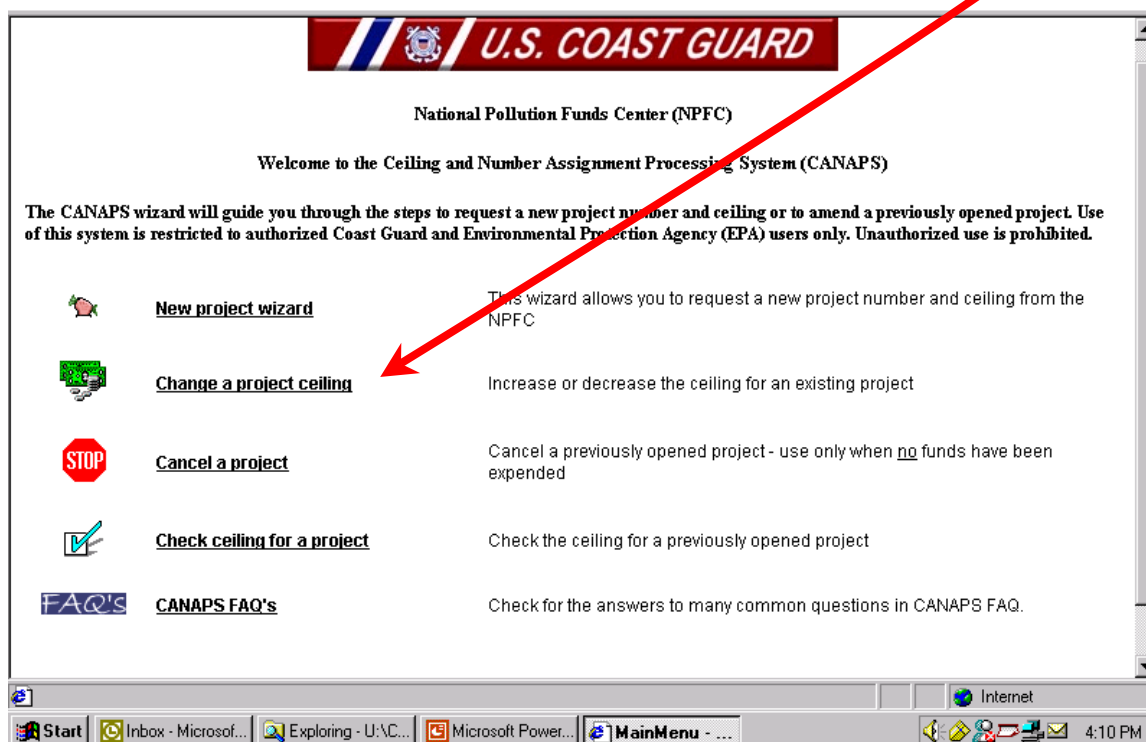
BT

NNNN

## HOW TO CHANGE A PROJECT CEILING

CANAPS has a **Change a Project Ceiling** Wizard that allows you to increase or decrease the ceiling for an existing project.

- Start by clicking on **Change a Project Ceiling** (the second link) on the CANAPS Welcome screen.
- Step 1: Enter the Project Number.
- Step 2: Review selected project information and enter the new ceiling amount.
- Step 3: Address the CGMS Message.
- Step 4: Confirm the Information and submit the request.
- Receive the CANAPS Response and Confirmation Messages.



**Step 1: Enter the Project Number**

Use the **Change a Project's Ceiling** screen to enter the project whose ceiling you wish to amend. The table below explains how to complete each field.


FIELD	Required	Instructions
Project Number	Yes	Enter the Project Number for which you wish to amend the ceiling.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

The screenshot shows a web browser window titled "Change1 - Microsoft Internet Explorer provided by U.S. Coast Guard". The address bar is empty. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area features the National Pollution Funds Center logo, which includes a bird and a ship, with the text "NATIONAL POLLUTION FUNDS CENTER", "Funding Today", "For a Cleaner Tomorrow", and "U.S. COAST GUARD". Below the logo, the title "Change a Project's Ceiling" is displayed in large blue font, underlined with a red and white striped line. The instruction "Please enter the Project Number whose ceiling you wish to change." is centered. Below this, the label "Project Number:" is followed by a text input field. At the bottom center, there is a button labeled "Next >>".

## Step 2: Enter the New Ceiling

Review the information displayed on the **Project Information** screen first to confirm you are amending the correct project.



If you have the wrong project, use  in your browser to return to the previous screen to enter the correct project number.

The screen lists the following information to help you verify the project:

Project Number	Case Officer	Incident Name	Incident Location	Incident State
Incident Date	Current Ceiling	Source of Spill	Body of Water	Vessel Type
Vessel/Facility Name	Type of Product Spilled	Amount Spilled	Obligations and Expenditures	Responsible Party

Note that the system displays the current sum of Obligations and Expenditures (if any) for the selected project. It will warn you if the new Ceiling Total is less than this and ask you to confirm that the variance is intended. NPFC will be notified of the variance and will contact the POC/FOSC to resolve the issue.

Once you are sure you have the correct project, enter your change request. The table below explains how to complete each field.

FIELD	Required	Instructions
Requestor's Name	Yes	Enter your name in the Requestor's Name field in the following format: Title/Rank, First Name, Last Name, [Suffix].
Requestor's Phone	Yes	Enter your phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.  This number will be used by the NPFC Case Officer to contact you if there are any questions.
New Ceiling	Yes	Enter the New Requested Ceiling Amount <u>TOTAL</u> .  <ul style="list-style-type: none"> <li>• If the amount requested is greater than \$50,000, you will be prompted to confirm the amount.</li> <li>• Please be advised that the NPFC and EPA have established ceiling thresholds in order to manage the OSLTF and CERCLA funds.</li> <li>• Threshold values may vary at times due to the availability of funds.</li> <li>• CANAPS will only issue a ceiling up to the allowable threshold.</li> <li>• The confirming Email will advise you of the amount authorized and provide additional information if the amount requested exceeded the threshold.</li> <li>• The system will automatically notify the NPFC that you have requested a higher ceiling.</li> </ul>
Confirmation Email Address(es)	Yes	Enter the Email address(es) that you want the new Project information to be sent to.  <ul style="list-style-type: none"> <li>• You can send up to 25 different Confirmation Emails by separating the Email addresses with semi-colons (;) or commas (,).</li> <li>• Put the Requestor's Email address first.</li> </ul> <p>Be sure to enter the Email address(es) correctly or the message will <u>not</u> be received.</p>



FIELD	Required	Instructions
POC/FOSC Name	Yes	This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Phone Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Fax Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Email		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

Change2Info - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help

[Help](#)

## Project Information

Project #:	B03919	Case Officer:	MR. PAT RYAN
Incident Name:	TEST - B03919	Incident State:	VIRGINIA
Current Ceiling:	\$300,000.00	Source of Spill:	VESSEL_NON_COFR
Obligations and Expenditures:	0	Vessel Type:	BARGE CARRIER
Vessel/Facility Name:	TEST	Amount Spilled:	
Body of Water:	ANYBODY	Responsible Party:	
Incident Date:	2/12/2003	Type of Product Spilled:	OIL
Incident Location:	ANYPLACE		

Requestor's Name:	<input type="text"/>	*	POC/FOSC Name:	<input type="text" value="TESSIE"/>	*
Requestor's Phone:	<input type="text"/>	*	POC/FOSC Phone:	<input type="text" value="(301)555-1212"/>	
New Ceiling:	<input type="text"/>	*	POC/FOSC Fax Number:	<input type="text"/>	
Confirmation Email Address(es):	<input type="text"/>	*	POC/FOSC Email:	<input type="text" value="AGANTT@BALLSTON.USCG.M"/>	

Enter Requestor Email first, separate multiple Email addresses by semi-colon(;) or comma(,).

Is this the project you wish to change? If so, enter your Name, your Email, and the new ceiling amount. If not, press the "Back" button on the browser to return to the previous screen.

### Step 3: Address the CGMS Message

Use the **CGMS Message Information** screen to address the CGMS message. The table below explains how to complete each field.

FIELD	Required	Instructions
Default Addressees		This section of this screen lists all of the addressees to whom the official CGMS message will be sent automatically.
Additional Addressees		If there are additional addressees that you want to add to this specific message, select them from the drop down list.  Hold the "CTRL" key while highlighting items with the mouse to select more than 1 additional addressee.
Message References		Enter a message reference, if necessary.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button to review the message information prior to submitting the request.

CGMS Help

## CGMS Message Information

**Default Addressees**

COGARD MSO PROVIDENCE RI  
 COGARD NATIONAL RESPONSE CENTER WASHINGTON DC  
 CCGDONE BOSTON MA//M/MOR//  
 COMCOGARD MLC LANT NORFOLK VA//FCP//  
 COGARD AST FORT DIX NJ  
 COGARD FINCEN CHESAPEAKE VA//OG//  
 COMDT COGARD WASHINGTON DC//G-MOR//

**Additional Addressees**


NSFCC  
 District 1 - Boston, MA  
**MSO Boston**  
**MSO COTP Long Island Sound**  
 Activity New York

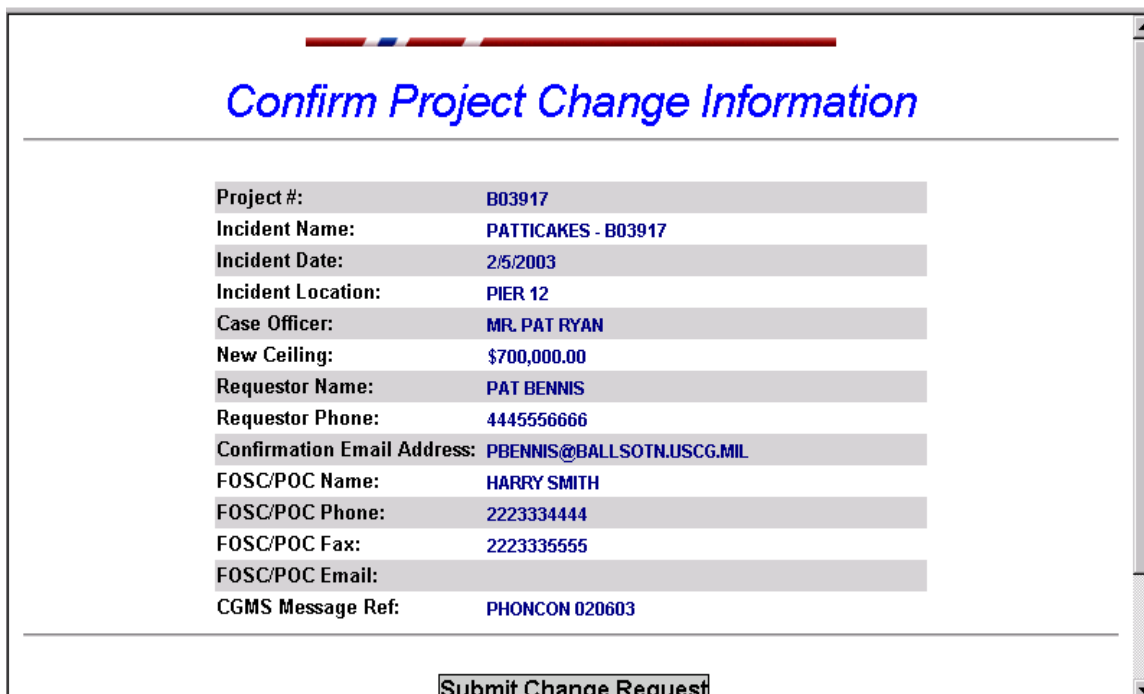
**Message Reference (optional)**

Done Internet

### Step 4: Confirm the Information

Use the **Confirm Project Change Information** screen to verify that the new information you have entered is correct.

- If any item is in error or needs revision, click  in the browser to return to the previous screen and make the change.
- By clicking **Submit Change Request**, you are submitting your request to the NPFC. The system will provide you with the message confirmation information you need to proceed with your response activities.



Project #:	B03917
Incident Name:	PATTICAKES - B03917
Incident Date:	2/5/2003
Incident Location:	PIER 12
Case Officer:	MR. PAT RYAN
New Ceiling:	\$700,000.00
Requestor Name:	PAT BENNIS
Requestor Phone:	4445556666
Confirmation Email Address:	PBENNIS@BALLSOTN.USCG.MIL
FOSC/POC Name:	HARRY SMITH
FOSC/POC Phone:	2223334444
FOSC/POC Fax:	2223335555
FOSC/POC Email:	
CGMS Message Ref:	PHONCON 020603

**Submit Change Request**

You can confirm the following information on this page:

Project Number	Incident Name	Incident Date	Incident Location
NPFC Case Officer	New Ceiling	Requestor Name	Requestor Phone Number
Confirmation Email Address	FOSC/POC Name	FOSC/POC Phone Number	FOSC/POC FAX Number
FOSC/POC Email	CGMS Message Reference		

### Step 5: Get the New Ceiling


The **CANAPS Response** screen informs you that your request has been processed and that a CGMS message will be sent. The Response screen shows you the project's new approved ceiling and issues a Confirmation Email to the specified addressees.

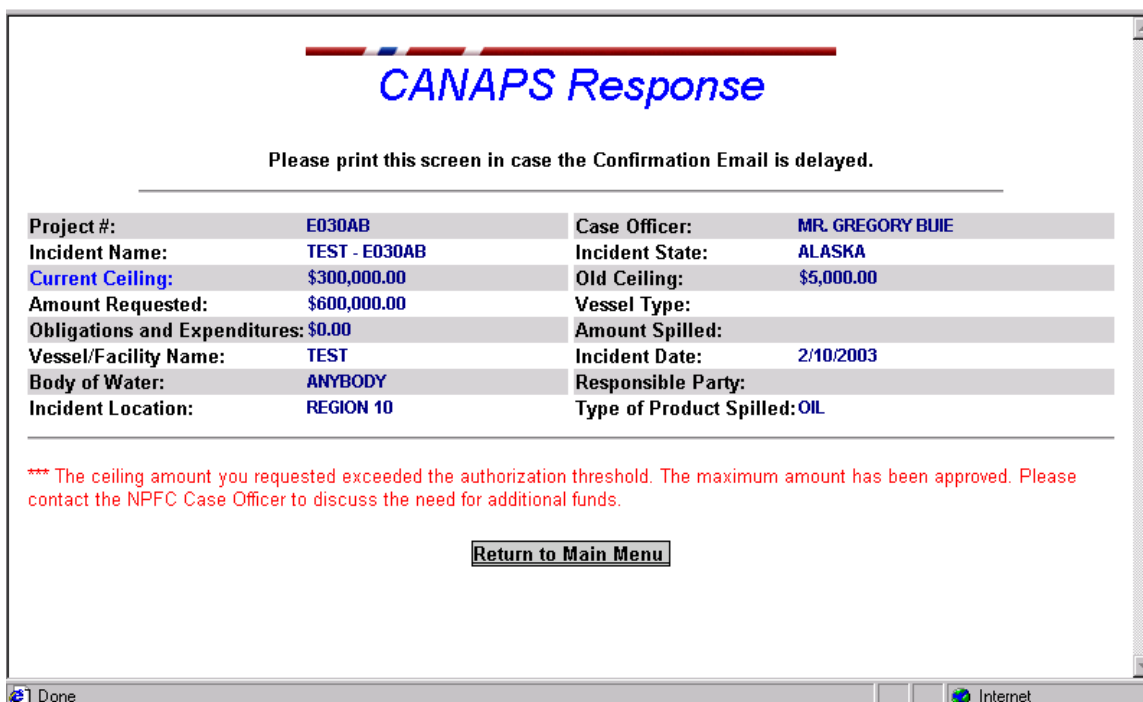
If you have requested an amount that exceeds the established limit, the system will only issue a ceiling up to the defined limit and a message near the bottom of the page will advise you to contact the NPFC Case Officer to request additional funds.

This screen displays certain project information, including the project number, your requested ceiling, and the approved amount. Information you can find on the screen includes:

Project Number	Incident Name	Current Ceiling	Old Ceiling
Amount Requested	Obligations and Expenditures	Incident Date	Incident Location
Incident State	Vessel Type	Vessel/Facility Name	Responsible Party
Type of Product Spilled	Amount Spilled	Source of Spill	NPFC Case Officer Name

Print out a copy of the screen in case the Confirmation Email is delayed.

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function, or click on  at the top of your browser's window to close the CANAPS session.



**CANAPS Response**

Please print this screen in case the Confirmation Email is delayed.

<b>Project #:</b>	E030AB	<b>Case Officer:</b>	MR. GREGORY BUIE
<b>Incident Name:</b>	TEST - E030AB	<b>Incident State:</b>	ALASKA
<b>Current Ceiling:</b>	\$300,000.00	<b>Old Ceiling:</b>	\$5,000.00
<b>Amount Requested:</b>	\$600,000.00	<b>Vessel Type:</b>	
<b>Obligations and Expenditures:</b>	\$0.00	<b>Amount Spilled:</b>	
<b>Vessel/Facility Name:</b>	TEST	<b>Incident Date:</b>	2/10/2003
<b>Body of Water:</b>	ANYBODY	<b>Responsible Party:</b>	
<b>Incident Location:</b>	REGION 10	<b>Type of Product Spilled:</b>	OIL

\*\*\* The ceiling amount you requested exceeded the authorization threshold. The maximum amount has been approved. Please contact the NPFC Case Officer to discuss the need for additional funds.

[Return to Main Menu](#)

Done Internet

## Step 6: CANAPS Sends an Amended Project Confirmation Email

The Email below is a sample Confirmation Email that CANAPS creates once you complete the Change Project Ceiling Wizard. Note that the Subject of the Email includes the type of CANAPS transaction (i.e., Update CANAPS Project) and Project Number.

If you have requested an amount that exceeds the established limit, the message will advise you who to contact for additional funds.

The message also includes the **Project Number**, the **Previous Ceiling**, **Amount Requested**, and **New Approved Ceiling Amount**.

From: AutoResponseCANAPS@ballston.uscg.mil  
Sent: Thursday, February 06, 2003 2:12 PM  
To: PBENNIS@ballston.uscg.mil  
Subject: B03917 - Update CANAPS Project

CANAPS has processed a CEILING UPDATE REQUEST.

However, the amount requested exceeds the current maximum threshold. The maximum amount has been approved. Please contact the NPFC Case Officer identified below during normal business hours (Eastern Time) to discuss the need for additional funds.

If you need to contact someone after business hours (Eastern Time), page the NPFC Case Duty Officer (CDO) at (800) 759-7243 PIN#2073906. You may also Email the CDO Pager at 2073906@skytel.com. Please be advised that messages to the pager cannot exceed 500 characters.

Recipients are reminded that the issuance of this project number and ceiling does not in any way change the authorizations or restrictions in the instructions/guidance for emergency acquisition procedures.

CANAPS Transaction Type: CEILING UPDATE (ABOVE THRESHOLD)

Project Number: B03917  
Ceiling Update Date: 06 FEB 2003.  
Incident Date: 05 FEB 2003.  
Incident Name: PATTICAKES - B03917  
Previous Ceiling: \$55,000.00  
Amount Requested: \$700,000.00  
Approved Ceiling: \$500,000.00  
Obligations/Expenditures: \$0.00  
Incident Location: PIER 12  
Incident State: RI  
FOSC Unit: MSO Providence  
POC/FOSC Name: HARRY SMITH  
POC/FOSC Email: No Data Entered  
POC/FOSC Phone: (222)333-4444  
POC/FOSC FAX: No Data Entered  
Requesting Unit: National Pollution Funds Center  
Requestor Name: PAT BENNIS  
Requestor Phone: (444)555-6666  
Requestor Email Address(es): PBENNIS@BALLSTON.USCG.MIL  
CGMS Reference: PER PHONECON 020603  
Case Officer Name: Mr. Pat Ryan  
Case Officer Phone: (202)493-6732  
Case Officer Cell Phone: (202)494-9091  
Case Officer FAX: (202)493-6896  
Case Officer Email: PRyan@ballston.uscg.mil

### Step 7: CANAPS Creates an Amend Project CGMS Message

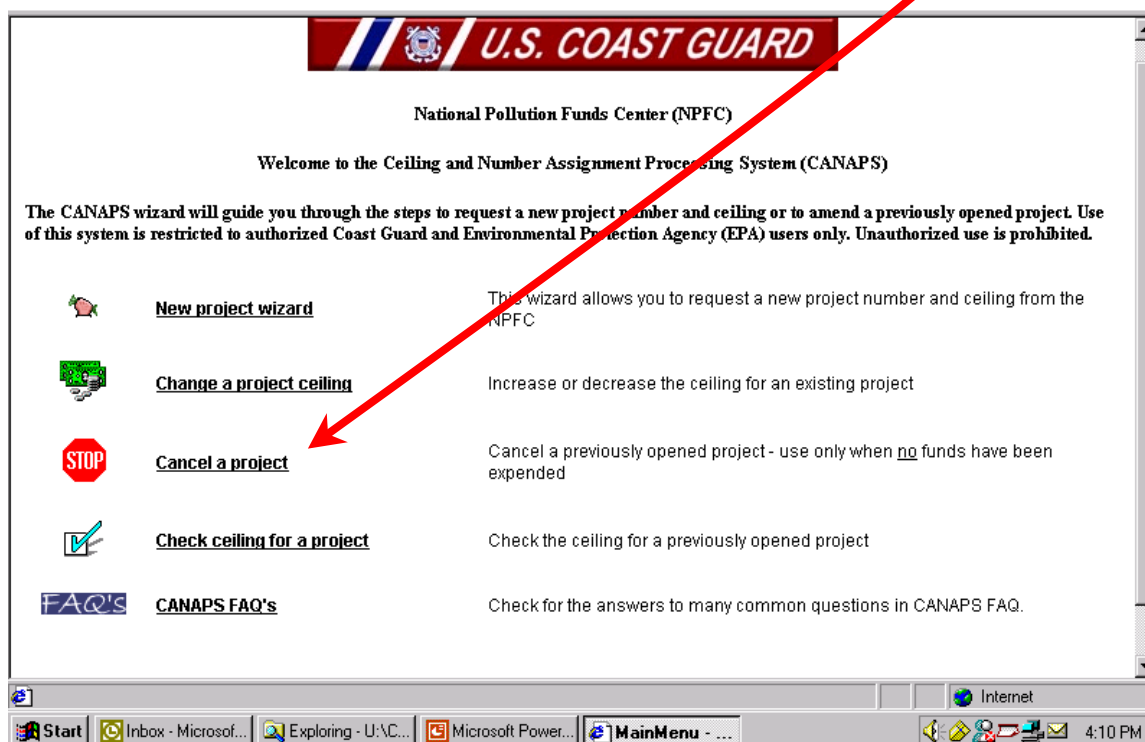
Below is a sample CGMS message that CANAPS creates once you amend a project ceiling. Note that the message includes the **Project Number** in the Subject line and the new **Approved Ceiling** in the first paragraph of the message.

```
P 061911Z FEB 03
FM COMCOGARD NPFC WASHINGTON DC//CANAPS//
TO COGARD MSO PROVIDENCE RI
INFO CCGDONE BOSTON MA//M/MOR//
COGARD AST FORT DIX NJ
COGARD FINCEN CHESAPEAKE VA//OG//
COGARD MSO LONG ISLAND SOUND NEW HAVEN CT
COMCOGARD MLC LANT NORFOLK VA//FCP//
COMDT COGARD WASHINGTON DC//G-MOR//
BT
UNCLAS //N16465//
SUBJ: FPN CEILING AMENDMENT FOR PATTICAKES - B03917.
A. PER PHONECON 020603
1. AUTHORIZED CEILING IS CHANGED FROM $55,000.00 TO $500,000.00.
2. CEILING CHANGE DATE: 06 FEB 2003.
3. INCIDENT LOCATION: PIER 12, RI.
4. NPFC POINT OF CONTACT:
  A. NAME: MR. PAT RYAN.
  B. PHONE: (202)493-6732.
  C. CELL PHONE: (202)494-9091.
  D. FAX: (202)493-6896.
  E. EMAIL: PRYAN@BALLSTON.USCG.MIL.
5. FOSC POINT OF CONTACT:
  A. NAME: HARRY SMITH.
  B. PHONE: (222)333-4444.
  C. FAX: N/A.
  D. EMAIL: N/A.
6. DAFIS ACCOUNTING STRING: 2/H/SZ/101/95/0/B03917/33286/XXXX,
  WHERE XXXX IS OBJECT CLASS.
7. DOCUMENT CONTROL NUMBER: DD/03/24/3/H/XC/YYY.
  WHERE DD IS THE DOCUMENT TYPE AND YYY IS THE UNIT
  SEQUENCE NUMBER.
8. FOLLOW NPFC TOPS FOR FUND MANAGEMENT, CEILING MANAGEMENT, AND
  RESOURCE DOCUMENTATION.
9. POLREPS
  A. ON ALL POLREPS FOR THIS CASE, FOSC MUST INCLUDE COMCOGARD NPFC,
    COGARD FINCEN(OGQ), COGARD NSFCC, AND COMCOGARD MLC LANT/MLC
    PAC AS INFO ADDRESSEES.
  B. INCLUDE AUTHORIZED CEILING AND DAILY COST DATA ON POLREPS.
10. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.
11. CIMS_EMAIL FPN: B03917 TYPE: CEILING AMENDMENT
12. CANAPS ID 061911Z FEB 03
BT
NNNN
```

## HOW TO CANCEL A PROJECT

CANAPS has a **Cancel a Project** Wizard that allows you to cancel a previously opened project, provided no funds have been expended.

- Start by clicking on **Cancel a Project** (the third link) on the CANAPS Welcome screen.
- Step 1: Enter the Project Number.
- Step 2: Review selected project information.
- Step 3: Address the CGMS Message
- Step 4: Confirm the information and submit the request.
- Receive the CANAPS Response and Confirmation Messages.



### Step 1: Enter the Project Number

Use the **Cancel Project** screen to enter the project whose ceiling you wish to cancel. Only projects for which *no* funds have been expended may be cancelled. The system will *not* allow you to use this function to close a completed case.

The table below explains how to complete each field.


FIELD	Required	Instructions
Project Number	Yes	Enter the Project Number you wish to cancel.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.



## Step 2: Confirm You're Canceling the Correct Project

Review the **Project Information** screen first to confirm you are canceling the correct project.

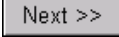


If you have the wrong project, use  in your browser to return to the previous screen to enter the correct project number.

The screen lists the following information to help you verify the project:

Project Number	Case Officer	Incident Name	Incident Location	Incident State
Incident Date	Current Ceiling	Source of Spill	Body of Water	Vessel Type
Vessel/Facility Name	Type of Product Spilled	Amount Spilled	Obligations and Expenditures	Responsible Party

Once you are sure you have the correct project, enter the appropriate information. The table below explains how to complete each field.

FIELD	Required	Instructions
Requestor's Name	Yes	Enter your name in the Requestor's Name field in the following format: Title/Rank, First Name, Last Name, [Suffix].
Requestor's Phone	Yes	Enter your phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.  This number will be used by the NPFC Case Officer to contact you if there are any questions.
Confirmation Email Address(es)	Yes	Enter the Email address(es) that you want the Cancel Project information to be sent to.  <ul style="list-style-type: none"> <li>You can send up to 25 different Confirmation Emails by separating the Email addresses with semi-colons (;) or commas (,).</li> <li>Put the Requestor's Email address first.</li> </ul> Be sure to enter this correctly or you will <u>not</u> receive the Confirmation Email from CANAPS.
POC/FOSC Name	Yes	This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Phone Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Fax Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Email		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

[Help](#)

---

## Project Information

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<b>Project #:</b>	E030AB	<b>Case Officer:</b>	Mr. Gregory Buie
<b>Incident Name:</b>	TEST - E030AB	<b>Incident State:</b>	ALASKA
<b>Current Ceiling:</b>	\$300,000.00	<b>Source of Spill:</b>	Facility
<b>Obligations and Expenditures:</b>	\$0	<b>Vessel Type:</b>	
<b>Vessel/Facility Name:</b>	TEST	<b>Amount Spilled:</b>	
<b>Body of Water:</b>	ANYBODY	<b>Responsible Party:</b>	
<b>Incident Date:</b>	2/10/2003	<b>Type of Product Spilled:</b>	Oil
<b>Incident Location:</b>	REGION 10		

---

<b>Requestor's Name:</b>	<input type="text"/>	*	<b>POC/FOSC Name:</b>	<input type="text" value="HARRY SMITH"/>	*
<b>Requestor's Phone:</b>	<input type="text"/>	*	<b>POC/FOSC Phone:</b>	<input type="text" value="(222)333-4444"/>	
<b>Confirmation Email Address(es):</b>	<input type="text"/>		<b>POC/FOSC Fax Number:</b>	<input type="text" value="(222)333-5555"/>	
		*	<b>POC/FOSC Email:</b>	<input type="text"/>	

Enter Requestor Email first, separate multiple Email addresses by semi-colon(;) or comma(,).

**Is this the project you wish to cancel? If not, Press the "Back" button on the browser to return to the previous screen.**

Done Internet

### Step 3: Address the CGMS Message

Use the **CGMS Message Information** screen to address the CGMS message. The table below explains how to complete each field.

FIELD	Required	Instructions
Default Addressees		This section of this screen lists all of the addressees to whom the official CGMS message will be sent automatically.
Additional Addressees		If there are additional addressees that you want to add to this specific message, select them from the drop down list.  Hold the "CTRL" key while highlighting items with the mouse to select more than 1 additional addressee.
Message References		Enter a message reference, if necessary.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button to review the message information prior to submitting the request.

CGMS Help

## CGMS Message Information

**Default Addressees**

COGARD MSO PROVIDENCE RI  
 COGARD NATIONAL RESPONSE CENTER WASHINGTON DC  
 CCGDONE BOSTON MA//M/MOR//  
 COMCOGARD MLC LANT NORFOLK VA//FCP//  
 COGARD AST FORT DIX NJ  
 COGARD FINCEN CHESAPEAKE VA//OG//  
 COMDT COGARD WASHINGTON DC//G-MOR//

**Additional Addressees**

NSFCC  
 District 1 - Boston, MA  
**MSO Boston**  
 MSO COTP Long Island Sound  
 Activity New York


**Message Reference (optional)**

Done Internet

### Step 4: Confirm the Information

Use the **Confirm Project Cancellation** screen to verify that you are canceling the correct project and that the Email and message information is correct.



- If any item is in error or needs revision, click  in the browser to return to the previous screen and make the change.
- By clicking **Submit Cancel Request**, you are submitting your request to the NPFC. The system will provide you with the message confirmation information you need to proceed with your response activities.

**Confirm Project Cancellation**

---

Project #:	B03917
Incident Name:	PATTICAKES - B03917
Incident Date:	2/5/2003
Incident Location:	PIER 12
Case Officer:	MR. PAT RYAN
Current Ceiling:	\$500,000.00
Requestor Name:	PAT BENNIS
Requestor Phone:	4445556666
Confirmation Email Address:	PBENNIS@BALLSTON.USCG.MIL
FOSC/POC Name:	HARRY SMITH
FOSC/POC Phone:	2223334444
FOSC/POC Fax:	2223335555
FOSC/POC Email:	
CGMS Message Ref:	

---

**Submit Cancel Request**

• Please review the information on the screen to ensure it is correct. Click the "Back" button on the browser to return to previous screens to make any necessary edits.

Done Internet


You can confirm the following information on this page:

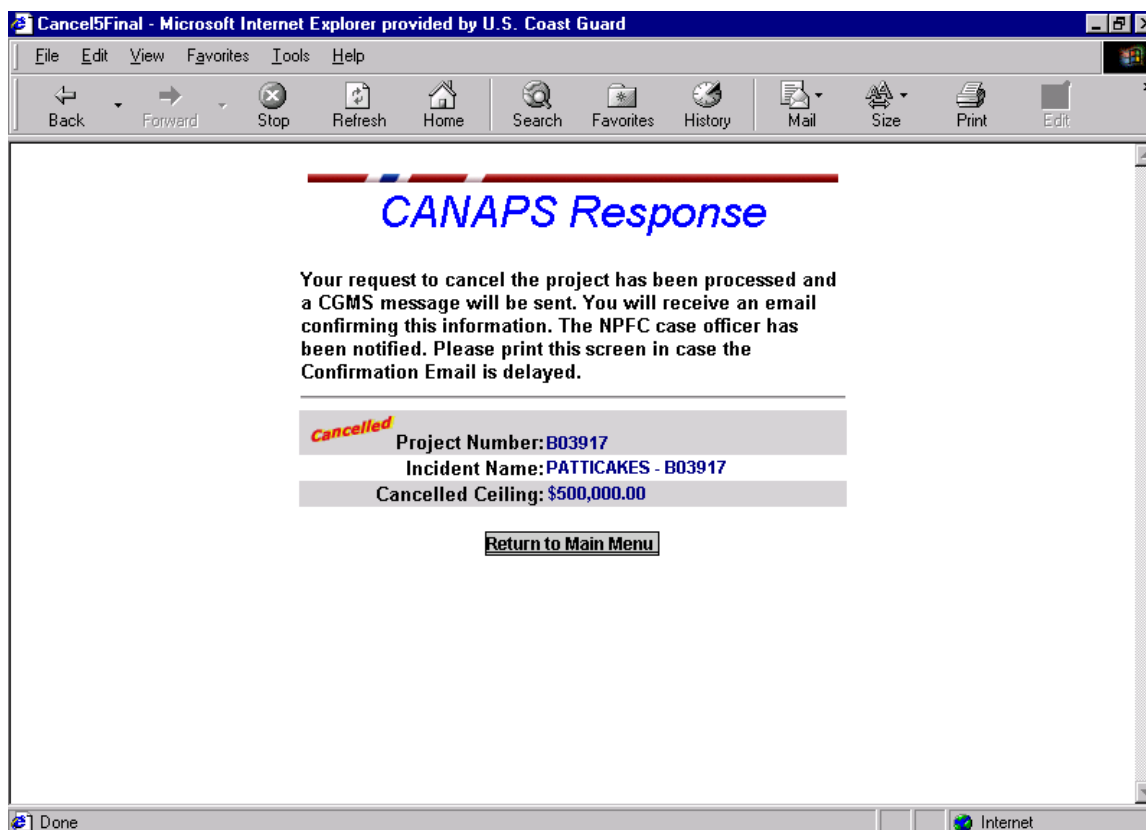
Project Number	Incident Name	Incident Date	Incident Location	NPFC Case Officer
Current Ceiling	Requestor Name	Requestor Phone Number	Confirmation Email Address	FOSC/POC Name
FOSC/POC Phone	FOSC/POC FAX Number	FOSC/POC Email	CGMS Message Reference	

### Step 5: Confirm the Project Cancellation

The **CANAPS Response** screen then confirms that the project along with its ceiling has been cancelled. It reminds you that a CGMS message will be sent, that you will receive a Confirmation Email, and that the NPFC Case Officer has been notified.

Print out a copy of the screen in case the Confirmation Email is delayed.

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function, or click on  at the top of your browser's window to close the CANAPS session.



### Step 6: CANAPS Sends a Cancelled Project Confirmation Email

The Email below is a sample Confirmation Email that CANAPS creates once you complete the **Cancel Project Ceiling Wizard**. Note that the Subject of the Email includes the **type of CANAPS transaction** (i.e., Cancel CANAPS Project) and **Project Number**. It shows that the **Ceiling Amount** has been set to \$0.00

From: AutoResponseCANAPS@ballston.uscg.mil  
Sent: Thursday, February 06, 2003 4:34 PM  
To: PBENNIS@ballston.uscg.mil  
Subject: B03917 - Cancel CANAPS Project

CANAPS has processed a PROJECT CANCELLATION REQUEST. Below is all of the information entered by the requestor or calculated by CANAPS. This Email serves as confirmation that the request has been processed. An official Coast Guard Messaging System (CGMS) message will be automatically generated.

If you need to contact someone after business hours (Eastern Time) page the NPFC Case Duty Officer (CDO) at (800)759-7243 PIN#2073906.

CANAPS Transaction Type: PROJECT CANCELLATION  
Project Number: B03917  
Project Cancellation Date: 06 FEB 2003.  
Incident Date: 05 FEB 2003.  
Previous Ceiling: \$500,000.00  
Amount Requested: \$0.00  
Approved Ceiling: \$0.00  
Incident Location: PIER 12  
Incident State: RI  
FOSC Unit: MSO Providence  
POC/FOSC Name: HARRY SMITH  
POC/FOSC Email: No Data Entered  
POC/FOSC Phone: (222)333-4444  
POC/FOSC FAX: (222)333-5555  
Requesting Unit: MSO Providence  
Requestor Name: PAT BENNIS  
Requestor Phone: (444)555-6666  
Requestor Email Address(es):PBENNIS@BALLSTON.USCG.MIL  
CGMS Reference:  
Case Officer Name: Mr. Pat Ryan  
Case Officer Phone: (202)493-6732  
Case Officer Cell Phone: (202)494-9091  
Case Officer FAX: (202)493-6896  
Case Officer Email: PRyan@ballston.uscg.mil

**Step 7: CANAPS Creates a Cancel Project CGMS Message**

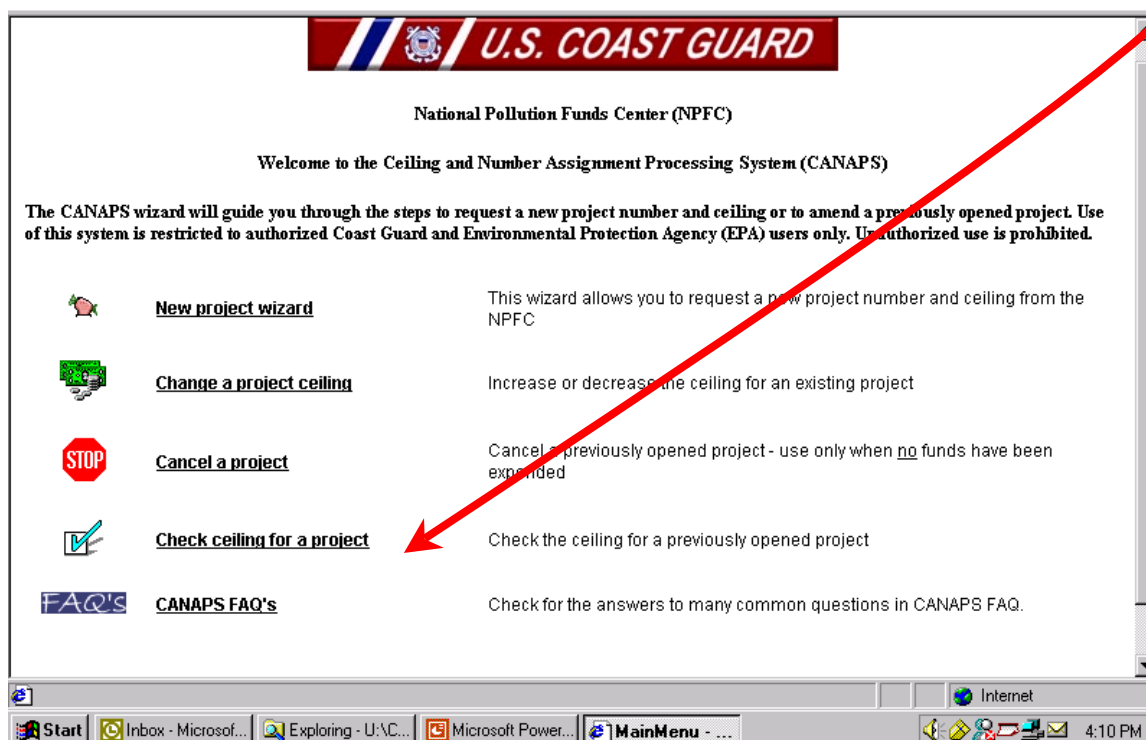
Below is a sample CGMS message that CANAPS creates once you cancel a project. Note that the **Project Number** and **Type of CANAPS Transaction** are in the Subject and first paragraph of the message.

```
P 062133Z FEB 03
FM COMCOGARD NPFC WASHINGTON DC//CANAPS//
TO COGARD MSO PROVIDENCE RI
INFO CCGDONE BOSTON MA//M/MOR//
COGARD AST FORT DIX NJ
COGARD FINCEN CHESAPEAKE VA//OG//
COGARD MSO BOSTON MA
COGARD MSO LONG ISLAND SOUND NEW HAVEN CT
COMCOGARD MLC LANT NORFOLK VA//FCP//
COMDT COGARD WASHINGTON DC//G-MOR//
BT
UNCLAS //N16465//
SUBJ: CANCEL FPN AND CEILING FOR PATTICAKES - B03917.
1. FPN B03917 ISSUED FOR THIS RESPONSE IS CANCELLED.
2. AUTHORIZED CEILING IS CHANGED FROM $500,000.00 TO $0.00.
3. DATE CASE CANCELLED: 06 FEB 2003.
4. FOSC CERTIFIES NO FEDERAL FUNDS EXPENDED ON THIS CASE.
5. FOSC POINT OF CONTACT:
  A. NAME: HARRY SMITH.
  B. PHONE: (222)333-4444.
  C. FAX: (222)333-5555.
  D. EMAIL: N/A.
6. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.
7. CIMS_EMAIL FPN: B03917 TYPE: CEILING CANCELLATION
8. CANAPS ID 062133Z FEB 03
BT
NNNN
```

## HOW TO CHECK A PROJECT'S CEILING

CANAPS allows you to check the ceiling of any previously opened project.

- Start by clicking on **Check Ceiling for a Project** (the fourth link) on the CANAPS Welcome screen.
- Step 1: Enter the project number.
- Step 2: View project information.





**Step 1: Enter the Project Number**


Use the **Check Project Ceiling** screen to look up information on a specific project.

The table below explains how to complete each field.

FIELD	Required	Instructions
Project Number	Yes	Enter the Project Number you wish to look up.
<input type="button" value="Next &gt;&gt;"/>	Yes	Click the <b>Next</b> button after you have filled in all the required fields to move to the next step.

CheckCeiling - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help



**Check Project Ceiling**

Please enter the Project Number whose information you want to see.

Project Number:

## Step 2: View the Information

Find the information you want on the **Project Information** screen.



If you have the wrong project, use [Back](#) in your browser to return to the previous screen to enter the correct project number. The screen lists the following information:

Project Number	NPFC Case Officer	Incident Name	Incident Location	Incident State
Current Ceiling	Amount Spilled	Source of Spill	Vessel Type	Responsible Party
Type of Product Spilled	Obligations and Expenditures	Body of Water	Vessel/Facility Name	

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function, or click on [X](#) at the top of your browser's window to close the CANAPS session.

Project Information			
Project #:	B03919	Case Officer:	MR. PAT RYAN
Incident Name:	TEST - B03919	Incident State:	VIRGINIA
Current Ceiling:	\$300,000.00	Source of Spill:	VESSEL_NON_COFR
Obligations and Expenditures:	\$0.00	Vessel Type:	BARGE CARRIER
Vessel/Facility Name:	TEST	Amount Spilled:	
Body of Water:	ANYBODY	Responsible Party:	
Incident Date:	2/12/2003	Type of Product Spilled:	OIL
Incident Location:	ANYPLACE		

[Return to Main Menu](#)

## CONTACT US

U.S. Coast Guard

National Pollution Funds Center

4200 Wilson Boulevard, Suite 1000

Arlington, Virginia 22203-1804

Phone: (202) 493-6999

[www.uscg.mil/hq/npfc](http://www.uscg.mil/hq/npfc)

